	Georgia Technology Authority	
Title:	**Email Allowable Use**	
PSG Number:	S-07-002.01	**Topical Area:** Email
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POC for Changes:	GTA Information Technology Planning Office	
Synopsis:	Establish the State standard for allowable use of email.	

PURPOSE

The purpose of this standard is to establish the State standard for allowable use of email.

SCOPE

All Agencies, as that term is defined in the Official Code of Georgia Annotated § 50-25-1(b)(1), unless specifically exempted, are required to abide by the standard hereby established. All users (employees, contractors, vendors, and other parties) are expected to understand and abide by them.

STANDARD

Allowable use of email: See GTA Appropriate Use of Information Technology Resources Policy 3.1.3.

ENFORCEMENT

Individual state agencies will be responsible for developing detailed procedures to comply with these standards. The standards will guide periodic reviews, as well as audits by the Georgia Department of Audits and Accounts. In addition, GTA will review applicable hardware, application and service purchases via the APR process to ensure that vendors and contractors are aware of the standards and have agreed to comply with them. Violators of these standards may be subject to employee disciplinary procedures. Agencies may impose sanctions upon their employees for violations of standards.

AUTHORITY

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GTA has the statutory authority to *"set technology policy for all agencies except those under the authority, direction, or control of the General Assembly or state - wide elected officials other than the Governor."* (see O.C.G.A. § 50-25-4(a)(10)). Additionally, GTA has the authority to, *"establish technology security standards and services to be used by all agencies."* (see O.C.G.A. § 50-25-4(a)(21)).

EXCEPTIONS

Exceptions to the Standard will be submitted in accordance with the Georgia Technology Exception policy.

GUIDELINES

None

TERMS and DEFINITIONS

Electronic mail, abbreviated **e-mail** or **email**, is a method of composing, sending, storing, and receiving messages over electronic communication systems or Email Systems. The term e-mail applies both to the Internet e-mail system based on the Simple Mail Transfer Protocol (SMTP) and to intranet systems allowing users within one company or organization to send messages to each other.

Email Systems are software and hardware systems that transport messages from one computer user to another. E-mail systems range in scope and size from a local email system that carries messages to users within an agency or office over a local area network (LAN) or an enterprise-wide e-mail system that carries messages to various users in various physical locations over a wide area network (WAN) e-mail system to an e-mail system that sends and receives messages around the world over the internet. Often the same e-mail system serves all three functions.

E-mail messages are electronic documents created and sent or received by a computer via an e-mail system. This definition applies equally to the contents of the communication, the transactional information, and any attachments associated with such communication. E-mail messages are similar to other forms of communicated messages, such as correspondence, memoranda and circular letters.

User Levels

User is the individual who is utilizing the email services.

"Information Technology Resources" or "IT Resources" means hardware, software, and communications equipment, including, but not limited to, personal computers, mainframes, wide and local area networks, servers, mobile or portable computers, peripheral equipment, telephones, wireless communications, public safety radio services, facsimile machines, technology facilities including but not limited to, data centers, dedicated training facilities, and switching facilities, and

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other relevant hardware and software items as well as personnel tasked with the planning, implementation, and support of technology.